



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: September 22, 2015

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 23, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, October 6, 2015**. Applicants will not be accepted after that time and date.

**NOTE: Applications will be accepted from qualified permanent DOT employees only.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf at 217/782-5594.

OS I

Operations Supervisor  
Region 4/District 6/Operations  
Highways  
Springfield

Attachments  
40463

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **October 6, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Applications will be accepted from qualified permanent DOT employees only.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Operations Supervisor I

**Salary Range:** \$5,955 - \$8,835

**Position Title:** Operations Supervisor

**Union Position:** ☐ Yes ☒ No

**Position Number:** PW751-23-56-502-00-02

**IPR#:** 40463

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#### Office/Central Bureau/District/Work Address:

Highways / Region 4 / District 6 / Bureau of Operations / 2713 Stevenson Drive, Springfield

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#### Description Of Duties:

This position is accountable for preserving the highway investment and ensuring the safety and efficient operations of the primary and interstate routes by planning and directing the regular maintenance activities while optimizing the use of personnel, equipment, commodities, and other allocated resources. This position performs supervisory functions including: personnel issues, discipline, grievances, employee evaluations, accident reports and leave slips.

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#### Special Qualifications:

***The following criteria is required:***

- Valid driver's license

***The following criteria is desired:***

- Knowledge, skill and development equivalent to the completion of three years college, with a major course of study being pre-engineering curriculum
- Twelve years of engineering technician experience under the direction of a professional engineer or equivalent, with a minimum of three years in a supervisory position
- Ability to perform job duties independently and with a minimum guidance/supervision
- Strong oral and written communication skills

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#### Shift/Remarks:

7:00 am - 3:30 pm / Monday - Friday (30 minute lunch)

**\*Candidate must be available 24 hours a day and may be required to work extensive periods of overtime.\***

**\*THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	May 16, 2013	<b>POSITION:</b>	Operations Supervisor
<b>APPROVED BY:</b>	<u>Roger Driskell</u>	<b>DIVISION:</b>	Highways/Region 4/District 6 Bureau of Operations
<b>CODE:</b>	PW751-23-56-502-00-02	<b>REPORTS TO:</b>	Maintenance Field Engineer

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**Position Purpose**

This position is accountable for preserving the highway investment and ensuring the safety and efficient operations of the primary and interstate routes by planning and directing the regular maintenance activities which requires optimizing the use of personnel, equipment, commodities, and other allocated resources. This position performs administrative/supervisory functions including: personnel issues, discipline, grievances, employee evaluations, accident reports, and leave slips.

**Dimensions**

Staff:	7 Direct; 228 Indirect
Annual Operating Budget:	\$12.15 million
Lane Miles of Highways Maintained:	5,208 miles
Maintenance Teams/Counties:	12 Teams/3 Sub-Units/15 Counties

**Nature and Scope**

This position reports to a Maintenance Field Engineer as do other Operations Supervisors. Reporting directly to this position are Highway Maintenance Lead/Lead Workers and Highway Maintainers.

This position is accountable for the day-to-day planning, organizing, coordinating, and inspection of Operations activities for the assigned geographic areas. This position is unique in that it is a field position. Travel occurs throughout the assigned geographical areas as construction sites are away from the district headquarters and the incumbent's responsibilities cover most daily highway maintenance functions within that designated area. In addition, the incumbent is on call 24 hours per day, 7 days per week, 52 weeks per year. Due to the high visibility of maintenance activities, effective performance is essential if traffic disruptions are to be avoided, motorist safety is to be ensured, and adverse public and political reaction avoided. This position operates in an environment of almost continuous conflict. This is complicated by the fact that this position must carry out its responsibilities through supervisory and subordinate staff requiring not only technical proficiency but the need for an unusual aptitude for motivating and obtaining subordinate cooperation.

Typical problems involve performing a wide variety of maintenance functions and achieving satisfactory results in short periods of time without sacrificing the safety of the traveling public and employees. The greatest challenge to this position is to establish and maintain a work climate that results in productive subordinate performance, prompt response to unusual demands, and the development of a favorable image with the public.

This position takes emergency actions; directing erection of traffic control and supervision to correct pavement blow-ups, flood water conditions, snow removal, and other related highway safety hazards which may occur at anytime; performing field checks of drainage problems; inventorying road systems within a specified area and providing technical knowledge necessary for personnel to perform maintenance duties. The incumbent prepares special reports and responses to public complaints, inquiries and requests and serves as a liaison between the

district and private citizens. S/He plans and implements maintenance work programs designed to maximize needs requirements within resource constraints through proper scheduling and resource allotments, continuous equipment usage and proper application of materials and work procedures so as to maintain acceptable levels of service; directs snow and ice control and emergency operations, adjusting schedules to meet such unusual demands; supervises Contract Maintenance and Day Labor jobs, i.e., concrete patching, routing and sealing, culvert repair, ditch cleaning, bump grinding, etc.; administers the duties of the Motorist Caused Damage Fund for accident repairs on guardrail, sod, trees, wingwalls, fences, and sound barriers; administers the Adopt-A-Highway Program in the field; coordinates, witnesses, and records core thickness tests for new CPC and full depth bituminous pavements; ensures acceptable employee productivity and safety through on-the-job instruction covering work procedures, safety policies, equipment operations, work rules, personnel policies and union contract provisions; applies policies in a fair and consistent manner and provides for the security and safety of assigned facilities, equipment, and commodities. The incumbent conducts grievance/disciplinary grievances and provides Labor Relations with timely support in the resolution of such matters. The incumbent assists Labor Relations in negotiations of collective bargaining agreements and may be called upon to participate in the negotiation process. In conjunction with the Maintenance Field Engineer, s/he: counsels staff regarding work performance; approves time off; adjusts first-level grievances; effectively recommends/initiates discipline; prepares and signs performance evaluations; and coordinates staffing needs.

The incumbent accomplishes the accountabilities of this position through Highway Maintenance Lead and/or Lead Workers who supervise skilled and unskilled workers involved in the maintenance and repair of the highways and rights-of-way in his/her assigned geographical area.

The incumbent performs the duties within the constraints of union agreements, departmental and district policies and priorities, and must exercise considerable discretion in areas of maintenance management, budget administration, employee motivation, effective disciplinary action, working hours and overtime authorization and determining how best to respond to emergencies such as weather, the presence of hazardous materials, and accidents. S/He is constrained by all applicable state/federal guidelines.

The incumbent has frequent contact with the Bureau of Program Development for participating in joint scoping of future roadway projects, in field checking construction plans, advertising control, right-of-way encroachments, and maintenance of excess land for future projects; the Bureau of Project Implementation during the construction season by visiting construction projects in search of any potential maintenance problems; the Bureau of Administrative Services, the central Labor Relations Section and the Office of Chief Council with regard to repair of traffic control devices and enforcement of access permits. The incumbent maintains continuous contact with local agency personnel, citizens, elected officials, and the media to coordinate and explain maintenance activities.

The effectiveness of this position can be measured by the quality of road maintenance within the field area, accomplishment of work functions in order of priority, adherence to established policies and procedures when handling complaints or inquiries, and the degree to which efficiency, safety, and effectiveness are employed in the utilization and operation of Operations equipment.

### ***Principal Accountabilities***

1. Maintains acceptable standards of productivity through effective organization of work crews, proper allocation of resources, continuous equipment usage, and proper employee assignment and motivation. Participates in disciplinary and grievance resolution proceedings. Conducts, as required, investigations in conjunction with the district administrative staff and the district Operations Engineer (or Manager).

2. Directs snow removal and emergency maintenance operations to ensure that state maintained roadways are safe and open to the traveling public.
3. Recommends revisions in project scope of work and proposed plans to minimize future maintenance problems.
4. In conjunction with the Maintenance Field Engineer, counsels staff regarding work performance; approves time off; and adjusts first-level grievances; prepares and signs performance evaluations; and coordinates staffing needs.
5. Meets with the local residents regarding complaints, access permits, and right-of-way problems.
6. Directs repairs, inventory, and allocations of equipment to team sections to ensure that all units are properly used, maintained, accounted for, and replaced.
7. Provides for proper traffic controls through maintenance areas.
8. Coordinate, witness and record core thickness tests for new CPC and full depth bituminous pavements.
9. Ensures staff performs duties in accordance with departmental safety rules, practices, and programs. Assists other bureaus with the "Work Site Protection Manual /Other than Highway Maintenance and Traffic Crew."
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.